

California International Registration Plan (IRP) Renewal Instructions



PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING YOUR RENEWAL APPLICATION

IT IS RECOMMENDED THAT YOU MAIL YOUR RENEWAL THREE (3) WEEKS PRIOR TO THE EXPIRATION DATE

PAGE NUMBER	PAGE NAME	INSTRUCTIONS
1	Carrier Information (Schedule A)	<ul style="list-style-type: none"> • If corrections or changes to the information are necessary, enter the correct information in “Column B: Changes” to the right of the printed information. • Your USDOT and Taxpayer Identification Number must be provided AND your MCS-150 information MUST BE UPDATED within the last 12 months PRIOR to the first day of the renewal period. The MCS-150 can be updated at www.fmcsa.dot.gov. • Indicate the last date your MCS-150 was updated to the right of the USDOT Number in “Column B: Changes” AND write the Taxpayer Identification Number that was used for this update. • Schedule A must be signed and dated.
2	Carrier Information (continuation – Schedule A)	<ul style="list-style-type: none"> • When reporting a change of business address, new basing documents will be required. Refer to the IRP Handbook, Chapter 4 for instructions. To receive an electronic copy of the 2009 IRP Handbook, contact IRP Operations at 916-657-7971. • Registration Service Agent Authorization is only valid for a registration year and must be renewed each year. Complete this section only if you are authorizing a registration service agent to complete and submit IRP applications on your behalf. Be sure to include the occupational license number and expiration date of the registration service.
3	Schedule B	<ul style="list-style-type: none"> • Information entered on this page determines which jurisdictions will be listed on the cab card. Fees are calculated according to the actual mileage accrued in each jurisdiction in which the fleet traveled during the reporting period and the estimated mileage for each jurisdiction which the carrier may travel. • For the Renewal, the carrier must report distance traveled in each jurisdiction during the distance-reporting period. Refer to the IRP Handbook, Chapter 6 for information regarding the Staggered Registration Reporting Period. To receive an electronic copy of the 2009 IRP Handbook, contact IRP Operations at 916-657-7971. • This form must be completed, signed and dated by an authorized registrant employee or agent.
4	Renewal Summary	Complete this page to record adjustments to the preprinted vehicle totals and compute the total fees due.
5	Vehicle Information (a registrant may have more than one page depending on how many vehicles are in the fleet)	<p>Review this section to ensure the information for each vehicle is correct.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Print a “D” in the action column if you wish to “delete” a vehicle from the renewal. • Print a “C” in the action column if you wish to “change” the vehicle information. • Include the USDOT and Taxpayer Identification Numbers (FEIN or TIN) of the motor carrier responsible for the safety of EACH VEHICLE you are renewing. • If you plan to add a new vehicle to your fleet, include a Schedule C with your renewal forms. Include a VIN verification and Proof of Federal Heavy Vehicle Use Tax (if applicable) for EACH NEW VEHICLE being added to your fleet. Schedule C can be downloaded from the internet at www.dmv.ca.gov/industry/irp/forms.htm. <p>SAFETY CHANGE IND:</p> <ul style="list-style-type: none"> • Indicate “Yes” if the USDOT Number responsible for the safety of this vehicle is expected to change during the registration year.

PAGE NUMBER	PAGE NAME	INSTRUCTIONS
6	Vehicle Information (continuation)	<ul style="list-style-type: none"> • On the top portion of this page, enter any vehicles that were added to your fleet the previous registration year, that are not shown on your Renewal Notice. • The bottom portion of this page, enter any deleted vehicles that were added to your fleet the previous registration year that are not shown on your Renewal Notice and were not deleted from your fleet in the previous registration year.
IRP INFORMATION AND CHANGES:		
BILLING	<p>The IRP Billing has a new format and contains the following information:</p> <p>Billing (Page 1)</p> <ul style="list-style-type: none"> • Top left side of the billing – Date, Registrant and/or Company name and address. • Top right side of the billing – USDOT Number, Account Number, Fleet Number, Supplement Number, Renewal MM/YY, Number of Registration Months and Invoiced Vehicles. • Center of the billing - Total fees due for California and the foreign jurisdictions. • Bottom portion of the billing – Instructions regarding payment and IRP Operations contact phone number. <p>Billing (Page 2)</p> <ul style="list-style-type: none"> • Top portion of this billing has the same information as Page 1 (see above). • Center of the billing – Foreign Jurisdiction fees due and California fees (Jurisdiction, Mileage percentage, Charges and Credits and Net Due) 	
INVOICE STATEMENT	<p>This is a new document that contains the following information regarding the type of supplement transaction and payment activity of the carriers IRP account:</p> <p>Invoice Statement (Page 1)</p> <ul style="list-style-type: none"> • Top left side of the billing – Date, Registrant and/or Company name and address. • Top right side of the billing – USDOT of IRP Registrant, Account Number, and Fleet Number. • Center of the page contains a breakdown of the registrant’s activity: <ul style="list-style-type: none"> ○ Activity – the type of supplement transaction, total IRP supplement activity, payment received, total payment received and total due ○ Original Invoice Date – Supplement date ○ Prior Payments – list of payments due according to each supplement transaction, total payment received and amount due. <p>Note: <i>The carrier must return the Invoice Statement to DMV with their payment.</i></p> <p>Invoice Statement (Page 2 – if applicable)</p> <ul style="list-style-type: none"> • This page contains information when fees are due and when an application was processed. 	
COMPLETED ITEMS CHECK LIST	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule A <input type="checkbox"/> Schedule B <input type="checkbox"/> Renewal Summary <input type="checkbox"/> Vehicle Information <input type="checkbox"/> Registration Agent Information (if applicable) <input type="checkbox"/> Evidence of Liability Insurance <input type="checkbox"/> Proof of payment for Heavy Vehicle Use Tax (form 2290), for vehicles weighing 55,000 lbs. and above. If your renewal expires in July, August or September you may submit the 2290 from the prior year. <input type="checkbox"/> Agreement to maintain records (form 522) <input type="checkbox"/> For adding new vehicles to your fleet include an additional schedule C, VIN verification and proof of Federal Heavy Vehicle Use Tax. If a vehicle is leased, include a copy of the lease agreement. <input type="checkbox"/> Update MCS-150 information with FMCSA. <input type="checkbox"/> Renewal fees. 	